



DATE: January 5, 2016

AGENDA ITEM # 4

TO: Library Commission
FROM: Peggy Ford, Staff Liaison
SUBJECT: Regular Meeting Time and Schedule Change

RECOMMENDATION:

Review the regular meeting day and time and adjust, if needed

BACKGROUND

The Library Commission currently holds its regular meetings on the first Tuesday of each month at 5:30 p.m. in Program Room of the Los Altos Main Library. The Library Commission may adjust the day or time of its meeting schedule as indicated by the Los Altos Municipal Code.

DISCUSSION

Commission meetings are typically held in the evenings, generally beginning at 7:00 p.m., to allow members of the public greater flexibility to attend. Therefore, it is recommended that the meetings not begin any earlier than 5:00 p.m.

